

5 September 1972

OFFICE OF PERSONNEL MEMORANDUM NO. 20-2-3

SUBJECT : Participation of the Office of Personnel in the New Career Selection Process

REFERENCES:

[REDACTED]
Directions for Completing Forms 45, 45K and 45L,
Fitness Report

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1. In order to assist operating and Career Service officials in connection with their responsibilities for evaluating the performance and potential of Career Provisional employees under the referent Regulations, the appropriate placement officers in the Staff Personnel Division will:

a. review the Fitness Reports of all Career Provisional employees; and,

b. personally discuss performance, work attitudes, and career interests with those Career Provisional employees who are available for interview each year and as appropriate with the supervisory and Career Service officials concerned.

2. These placement officers are also available to assist in exploring reassignment possibilities to promote the best use and development of Career Provisional employees in preparation for their ultimate conversion to Career Employee status.

3. Career Provisional employees will be screened under these new procedures at the time Fitness Reports are prepared at 9 month, 21 month and 30 month intervals. An employee will be converted to Career Employee status upon the positive recommendation of the Head of his Career Service with his 30 month report and after a review by the Special Activities Staff of available information pertinent to his conversion to such status.

4. The Special Activities Staff will complete processing of all employees for whom career selection screening has already been initiated under prior procedures.

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Harry B. Fisher
Director of Personnel

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